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Approved For Release 2001/09/03 : CIA-RDP74-00005R000200100022-8

## SUGGESTION EVALUATION REPORT

TO: Executive Secretary  
Suggestion Awards Committee

SUGGESTION NO.

88-184

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☒ ADOPT ☐ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

Concur with the general idea, but not with procedure outline. Believe the original suggestion should be modified or extended to include the following:

1. Control number could be alpha-numerical
2. Number of digits should remain constant; i. e., always an 8-digit or 9-digit number, etc.
3. Number should be semi-meaningful. The following example is based on the acceptance of a standard 8-digit number:

a. First number - Major component of the Agency:

1 = O/Director

2 = DDP

3 = DDI

4 = DD/S&amp;T

b. Second and third numbers - Component or Office:

Within DD/S&amp;T, for example:

01 = OSI

02 = ORD

c. Fourth, fifth, sixth and seventh numbers:

Number of issuance within the year

d. Eighth and ninth numbers:

Year of publication; 88 = 1988

(Cont'd. on next page)

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

The suggestion has such broad ramifications that every component with a registry would be interested in this proposal.

DATE

SIGNATURE

10 May 1968

25X1A9a

Registry

FORM 244b USE PREVIOUS EDITIONS

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